

**CITY OF GAHANNA
PARKS AND RECREATION
WINTER CAMP
PARENT HANDBOOK**



FOR ANY QUESTIONS PLEASE CONTACT THE GAHANNA PARKS AND RECREATION DEPARTEMENT AT (614) 342-4250.

PHILOSOPHY AND PURPOSE

The Gahanna Parks and Recreation winter camp fulfills the purpose of serving as a fun-filled winter for the children, and as a service to working families. Activities include games, arts and crafts, free play, field trips, and character education. It encourages children to be active and to have fun while meeting new friends; winter camp reinforces character development.

WINTER CAMP GOALS

- Provide a safe and wholesome place for children to play
- Establish a sense of fair play and sportsmanship
- Learn new skills
- To create an environment conducive to further promoting character development
- Make new friends
- Enhance self-esteem, and develop a greater sense of confidence
- Develop active listening skills
- Encourage respect for diversity
- TO HAVE FUN!!!

In order to accomplish our goals, we have developed our activities to revolve around basic program areas:

- Entertaining and Educational Trips
- Arts and Crafts
- Sports and Games

GENERAL INFORMATION

Hours

Camp runs daily from 9:00 a.m. to 3:00 p.m.

Age Requirements

The winter camp is open to boys and girls ages 5-12. Children attending Winter Camp must be five years old prior to the first day of summer camp.

Staff

Each staff person is qualified and competent to provide wholesome leadership and direction to each child, according to his/her needs. ***Background checks and drug testing will be given with the results reported to City Hall back prior to the first day of camp for all staff members.*** Staff members are 18 years of age or older; however, on occasion we have found an exceptional 17 year old. We will only take one staff member under 18 years old. The Parks and Recreation Department looks for staff members who have a background in camping leadership and/or are currently enrolled in or completed secondary education. All counselors have completed at least one year of college or have one year of applicable life experience.

What to bring

Children must be dressed as comfortably as possible to enable him/her to participate in the different activities of the day. Closed-toe shoes **must** be worn at all times throughout camp. Please note the activity scheduled for each individual day as appropriate dress should reflect the activity planned for each particular day. Children should be prepared to play outdoors in warm or cold weather. Each child is encouraged daily to bring a bag consisting of: extra socks, hat, scarf, mittens or gloves, small package of tissues. Children **must** bring a packed lunch and a drink. All items should be food that does not require refrigeration.

PROGRAM POLICIES AND PROCEDURES

A. Registration and Payment

Registration must be completed prior to camper's attendance. Registrations will be accepted at the City of Gahanna Municipal Building at 200 S. Hamilton Rd. In order to attend camp, all registrations and payments must be received by 5:00 p.m. three days prior to the desired camp day. Payment transactions must only take place at the Parks and Recreation Department; camp counselors can not accept any form of payments from the parents. Once payment for a day of camp is received, **ABSOLUTELY NO REFUNDS WILL BE ISSUED**. A letter of credit will be sent to you for the full amount paid or the camper will be transferred into another day of camp (if space allows) if you need to cancel a specific day. All cancellations and transfers must be made at least **TWO WEEK PRIOR** to the scheduled day. **No transfers will be made after the two week deadline has passed.**

B. Daily Sign-in/Sign-out Procedures

Parents must escort their child(ren) from the parking lot to the camp location and notify a staff member that the child has arrived.

Children **must** be signed-in by parents daily on the sign-in sheet. With the large volume of children attending the winter camp program, it is necessary for our staff to take extra daily precautions in accepting and releasing children from our program.

Persons picking up the child(ren) must enter the camp site and inform the leader that the child is leaving.

Each child must be signed-out when picked up at the end of the day.

No child will be allowed to exit the building alone or with any unauthorized person.

The leader must be notified in writing ahead of time, if someone other than the person(s) listed on the Emergency Medical Form will be picking up your child. Counselors have been instructed to ask for identification is permitted from those picking up campers.

The coordinator must also be notified in writing, if there is a specific person who should not pick up your child.

D. End-of-Day Pick-Up

Our program ends at 3:00 p.m. It is your responsibility to make every effort to pick up your child(ren) before closing time. Camp staff has other commitments after this time, so please respect the staff in this matter. Campers should not be dropped off before 9 am and must be picked up by 3 pm. Drop-offs earlier than 9 am and pick-ups later than 3:05 pm will be assessed an additional fee.

Fee Structure

A flat fee of \$10.00 will be assessed to those individuals dropping off before 9 am or picking up after 3:05 pm. In addition to the flat \$10.00 fee, an additional fee of \$1.00 per minute will also be assessed.

For example, a camper dropped off at 8:45 am will be assessed the flat \$10.00 plus an additional \$15.00 for the 15 minutes before 9 am (bringing the total to \$25.00).

For example, a camper picked up at 3:15 pm will be assessed the flat \$10.00 plus an additional \$10.00 for the 10 minutes between 3:05-3:15 (bringing the total to \$20.00).

Payment of Fees

Payment of all fees is expected at the time of drop-off or pick-up. Camp Counselors will provide a written receipt for all fees paid. Campers will not be permitted to attend camp until all fees are paid.

Our guidelines require that children be released to an adult 18 years old or older. With a letter authorizing the release of the camper, families who want a 16-17 year old to pick up their child will be permitted. Families requiring children to be picked up by a 16-17 year old babysitter or family member will require a written and signed letter authorizing release of the camper.

Remember: Children must be signed in and out of camp each day.

E. Parent Access and Participation

A parent or guardian of a child enrolled in camp has unlimited access to the program during operational hours for the purpose of contacting the child and/or the evaluating premises or the care provided. Upon entering the building, the parent must sign-in as a visitor and notify the camp staff of his/her presence.

Parents are free to contact the Recreation Supervisor, Abbey Brooks, at 342-4252 to discuss any concerns about the camp program. Your input for improvements to our program is encouraged and greatly appreciated.

F. Personal Belongings

Children are not to bring any personal belongings (i.e. toys, electronics) to camp. If your child brings personal belongings to the program, the City of Gahanna Parks and Recreation can not be responsible for any damaged or lost items.

G. Medication

Chapter 5104. of the Ohio Revised Code and rule 5101:2-12-31 of the Ohio Administrative Code requires that no medication, vitamin or special diet be administered unless instructions to administer such items are written, signed, and dated by a licensed physician, and are prescribed for a specific child. This includes sunscreen!

Parents will also need to provide a letter with written permission and instructions before any medications will be administered. Parents can reference the above Ohio Revised Code for detailed instructions.

Parents are encouraged to disclose any special needs your child may have so that camp can be as pleasurable an experience as possible.

MEDICAL AND EMERGENCY PROCEDURES

- a. All staff members are trained in basic First Aid and CPR.
- b. A first aid kit is located at all camp locations.
- c. A list of participants and their home telephone numbers, parents' work numbers and preferred doctor is located at the camp site and the Parks and Recreation Office, and available to staff members only.
- d. Minor injuries will be treated, an incident report will be completed, and the parent will be notified upon pick-up.
- e. In case of an emergency, the parents and the Rescue Squad are contacted. A staff member must accompany the child to the Emergency Room at the hospital, or the child will be released to the parents, depending upon the situation.
- f. **ALL CHILDREN NEED TO HAVE AT LEAST TWO ADDITIONAL EMERGENCY CONTACTS ON THEIR MEDICAL FORMS. THESE**

PEOPLE CAN BE NO MORE THAN ½ HOUR AWAY FROM THE SITE.

FIELD TRIPS

A. Off-Site Trips

Daily Trip procedures are as follows:

1. The cost of the field trip is included in your child's registration fee.
2. Identification wristbands are required to be worn for all trips and are placed on the child's wrist upon arrival to camp the morning of the trip.
3. Departing time will be at 9:00 a.m. or later and return time will always be by 3:00 p.m. unless otherwise indicated.
4. We will transport children in City of Gahanna 15 passenger vans that are equipped with a first aid kit. The Emergency Medical Forms and first aid kits from camp will always accompany the group.
5. No staff member or supervisors will be available at the site during the field trips. If your child is unable to attend the trip, you must make other arrangements for care. Should you require contact with camp staff, please contact the Department office at (614)342-4250.

INCLEMENT WEATHER

In case of severe winter weather that requires the cancellation of camp please check the closings/delays listed on NBC4. We report changes in scheduled activities directly to NBC4. Please note that while camp may remain open during inclement weather, we may chose to cancel a field trip if driving conditions are hazardous. In the event of a cancelled field trip, campers will remain at the Golf Course Clubhouse and engage in alternative activities.

SAFTEY POLICIES

- No child will be left unattended or unsupervised. Children may use the restroom or get a drink with the leaders' permission.
- The staff has immediate access to a working telephone at all times.
- An injury report is completed and filed when injuries occur, and a copy will be made available to parents.
- First-aid kits are available at every location where children are present.
- Staff will accompany children on all field trips. All staff members will be trained in emergency first-aid procedures.

CHILD ABUSE

By state law, all agencies that provide children's programming are required to report questionable bruises or marks that are repetitious and obvious to the staff.

Likewise, should a child indicate to a staff member that abuse, either physical or sexual, is happening to them, it is our obligation to report the discussion to the Franklin County Children's Services.

The filling of a report will only be done after much evaluation and consideration of the staff and city administration.

COMMUNICABLE DISEASES

If the child becomes ill during the day or is suspected of having a communicable disease, he/she will be isolated and attended to by an adult until the parent or responsible person is contacted by telephone and arrives to take the child home. Children exhibiting the following symptoms or who develop these symptoms during camp hours will be sent home and will not be permitted to return until symptoms have not been present for 24 hours.

1. Diarrhea
2. Severe coughing (causing the child to turn red or blue or make a whooping sound)
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Pink eye
6. A resting temperature of 99 degrees F taken by under the arm (Staff will not take the temperature, this is for a child exhibiting this symptom at home)
7. Untreated infected patches or rashes on the skin
8. Stiff neck
9. Vomiting
10. Evidence of lice, scabies or other parasitic infestation
11. Sore throat or difficulty in swallowing

Any child exhibiting the above symptoms during camp hours will be isolated from the rest of the group (within sight of the leaders), provided with a seat, and carefully observed. The parent or guardian will be called immediately to pick up the child.

BEHAVIOR MANAGMENT

The staff or individual leader in charge of a child or group of children shall be responsible for their behavior management, in keeping with the behavior management policies established by the Camp.

Behavior management techniques by staff members will always be handled in a kind, consistent and understanding manner. Attention will be given to specific needs of each individual child, while encouraging group participation.

Rules and guidelines will be established for both inside and outside play. Rules and regulations and their necessity will be thoroughly discussed and reviewed by camp staff. We do not want children to hurt themselves or others. We want to encourage respect for people and for property.

Because children are children, and discerning right from wrong is a continual learning process, we shall first talk to the child when unacceptable behavior occurs. If it is reoccurring, we may separate the child from the group for a short time period. We hope this will encourage the child to understand the importance of acceptable behavior patterns and result in an early return to the group. The child will be asked to think about what he has or has not done and then decide when he/she is ready to return to the group. We shall try to discover the reasons for the unacceptable behavior and thereby be able to solve and correct the situation. If the leader feels it is necessary, he/she may call the parent and share the incident with them.

Too often, behavior management is thought of synonymously with punishment; it involves much more. We want to approach it with a positive action so there is reinforcement for acceptable behavior and learning taking place as a natural growth and development.

In order to help us accomplish these goals, we will use the following steps:

1. OBSERVE and LISTEN in order to prevent conflict by anticipating any unacceptable behavior.
2. RE-DIRECT the child to another activity.
3. TALK to the child individually.
4. SEPARATE the child from his/her group.

If a child intentionally causes physical harm another child, camp staff, facility or vehicle, they will be expelled from any Gahanna Recreation program for a minimum of 24 hours from the time of the incident. A parent will be called immediately to remove the child from the program. Before the child is readmitted to the program, a meeting between the parent, child, site supervisor and Recreation Supervisor will be held.